

**CASCO BAY ISLAND TRANSIT DISTRICT  
MINUTES OF THE MEETING OF  
OCTOBER 24, 2013**

Directors Present: Bonebakker, Clark, Moreau, Johnston, Flynn, Overlock, Robinson, Doane, Peretti, Burr

Directors Absent: Donoghue, Crowley

Public Present: Melissa Hewey – Drummond & Woodsum

Staff Present: Berg Sawtelle, Horr, C. Gildart, Higham

1. Call to Order: The Board meeting was called to order by President Flynn at 7:45 AM, and he noted that the meeting was being recorded.
2. Approve the minutes of the September 26, 2013 Board of Directors meeting: Bonebakker moved to approve the minutes, Doane seconded and the vote was 9 in favor, and 1 abstain (Moreau) and the motion passed to accept the minutes of the September 26, 2013 Board of Directors meeting.
3. Treasurer's Report: Finance Committee Chair Overlock reviewed the financials, noting that both August and September looked good with revenue up by \$10k for September. For YTD, revenue favorable vs. budget by \$193k. Expenses \$27k favorable vs. budget for the month. Overlock also noted that at October's Financial Committee meeting, it was decided to not amend the current FY budget. There was also discussion regarding Ron Smith's suggestion that we change our Fiscal Year date, which we are considering, and also discussion on cost per boat.

NOTE: ITEMS TAKEN OUT OF ORDER:

4. Business:
  - a. Executive Session:
    - i. Consultation between CBITD and its attorney pursuant to 1 M.R.S.A. Section 405 (6) (E) (if needed)  
President Flynn suggested that the Board go into Executive Session. Overlock motioned to go into Executive Session, Johnston seconded and the vote was unanimous. Johnston motioned to come out of Executive Session, Overlock seconded and the vote was unanimous. (NOTE: Crowley joined the Board meeting during Executive Session at approximately 8:15am). Once back in public session, Peretti requested to have a discussion regarding CBITD's legal counsel added to the next Executive Committee agenda.
  - b. Selection of Nominating Committee to bring forth a slate of Officers at the November 21, 2013 Board meeting  
President Flynn introduced the process for selecting the Nominating Committee. After a secret ballot, the results were Johnston, Doane and Overlock selected as members of the Nominating Committee. (see "Agenda Item 6a" attachment)
  - c. Consideration and action regarding a ferryboat discretionary grant proposal  
Bonebakker motioned to approve the ferryboat discretionary grant proposal as presented, Overlock seconded and after discussion, the vote was unanimous and the motion passed.
5. General Information Reports:
  - a. President's Report: There was no President's report
  - b. Committee Reports:
    - Operations Committee: Operations Committee Chair Doane reported that there was no meeting yet this month, but a meeting may be scheduled for next week. It was then decided that the Operations meeting would be held on Wednesday, October 30<sup>th</sup>.
    - Government Relations Committee: Government Relations Committee Chair Johnston reported that the Committee met on October 17, and there still is no date set for the Wabanaki celebration/Legislator cruise. The island school kids will have a separate cruise just for them. Berg noted that he spoke with John Bear Mitchell, who is associated with the Wabanaki Center at the University of Maine, and offers Native American education sessions. Mr. Mitchell may join us for the celebration of the Wabanaki.
  - c. Staff Reports:
    - General Manager's Report: General Manager Berg reported that the Wabanaki sea trials and Coast Guard trials went well, and we will need to have a Certificate of Inspection from the local Coast Guard before we can put the vessel into service. Crowley suggested having the Annual Island Meeting aboard the Bay Mist in November in order to comply with the by-laws for the Annual meeting. For the Terminal Renovation project, we are working on utilities and transformer issues. We plan to use the canopy from the Island Romance to hang over Gate 5 area for shelter. There was a GPCOG survey issued onboard and online recently, and we are analyzing the data and will share the results with the Board. There is a new Waterfront Coordinator position available with the City of Portland, and Berg was involved in the process of interviewing candidates. Regarding the extra dock space needed for the Wabanaki, the public float estimates were higher than expected, exceeding the FY2012 maintenance cost. Berg had discussions with the City and it was decided the City will fund the extra from the Excess Fund. Materials have been ordered and it should take 6 – 8 weeks for project completion. There was a recent meeting with the Maine Marine Association, and there was an end of summer employee appreciation party at Flatbreads last night. Gildart has taken the position of Supervisor of the Operations Agents, and associated ticket and freight agents, as well as retaining her current position of Director of Sales & Marketing. We may look into hiring an intern to help out next summer during the busy season.
    - Operations Manager's Report: None

- d. Wharf and MDOT Reports: Moreau reported that MDOT had the annual wharf tour in late August. The Peaks Island wharf needs the most work, including replacing fenders (cost is \$200k - \$300k) and pilings. All other islands will need replacement of bolts, pilings and bracing. Overlock asked who is responsible when island kids jump off the dock when the ferry departs the island. Moreau reported that the State of Maine is responsible if anything happens.
- e. Projects update: Already reported on earlier in the meeting.
- 6. Public Comment on items not on the agenda: None
- 7. Workshop:
  - a. Grants overview – no workshop
- 8. New Business: None
- 9. General Announcements:
  - a. Scheduled meetings:
    - 1. Executive Committee: Thursday, November 7 at 7:45 AM
    - 2. Sales & Marketing Committee: Wednesday, November 13 at 7:45 AM
    - 3. Government Relations Committee: TBD
    - 4. Pension Committee: No meeting planned
    - 5. Personnel Committee: No meeting planned
    - 6. Operations Committee: Thursday, November 14 at 7:45 AM
    - 7. Finance Committee: TBD
    - 8. Board of Directors: Thursday, November 21 at 7:45 AM
  - b. Correspondence: None
- 10. Adjournment: Overlock moved, Bonebakker seconded and the vote was unanimous to adjourn at 9:35 AM.

Respectfully submitted by: \_\_\_\_\_

Dan Doane, Clerk

Charles Burr \_\_\_\_\_

Assistant Clerk